

November 8, 2006

SUBJECT: FAU Academic Regulations

PROPOSED BOARD ACTION

Approval of Amended Academic Regulations

BACKGROUND INFORMATION

Prior administrative rules, now Regulations, were adopted by the University at a time when rule revision required approval by both the Board of Regents and the State Board of Education. These Regulations, largely adopted in the early 1970s, were not revised to reflect changes in existing governing statutes, state university system (BOG) regulations, or university policies. Selected regulations are now archaic and the subject matter and procedures therein are adequately addressed in existing statute, BOG Regulation, or University policies.

These selected regulations address admission regulations, course repetition and grade forgiveness, degree requirements and enrollment priorities and limitations.

The Board of Governors' staff has suggested that certain ones of these rules be reformatted as regulations that incorporate relevant BOG regulations and university policies. Proposed Regulations 2.001 and 2.003 accomplish this goal.

Proposed Regulation 4.008 updates and amends what is considered Directory Information at the University consistent with the federal Family Education Rights and Privacy Act, Florida state law and University practice.

IMPLEMENTATION PLAN/DATE

Change will be implemented upon BOT approval.

FISCAL IMPLICATIONS

N/A

Supporting Documentation:
Presented by: Mr. David Kian, General Counsel

Summary of Amendments
Phone: 561.297.3007

**FLORIDA ATLANTIC UNIVERSITY
NOTICE OF PROPOSED REGULATION AMENDMENT**

Date: September 28, 2006

REGULATION TITLE AND NUMBER: Admission Requirements and Enrollment Limitations (formerly “Admission Requirements”) (2.001).

SUMMARY: This regulation amendment incorporates suggestions from the Florida Board of Governors in response to the University’s prior notice of repeal of Regulation 2.001. This Regulation amendment incorporates statewide regulations which govern admission requirements and enrollment limitations.

FULL TEXT OF THE REGULATION: The full text of the proposed regulation is attached below to this Notice. The full text of the existing regulation is posted on FAU’s website at www.fau.edu/regulations. In addition, the full text of the proposed regulation and current regulation are available upon request to the Office of the General Counsel, which can be contacted at (561) 297-3007 or GeneralCounsel@fau.edu.

AUTHORITY TO AMEND THE REGULATION: Article IX of the Florida Constitution and the Board of Governors Regulation Development Procedure dated July 21, 2005.

UNIVERSITY OFFICIAL INITIATING THE REGULATION AMENDMENT: Michael R. Armstrong, PhD, Associate Provost, Department of Academic Affairs

COMMENTS CONCERNING THE PROPOSED REGULATION AMENDMENT SHOULD BE SUBMITTED WITHIN 14 DAYS OF THE DATE OF THIS NOTICE TO THE CONTACT PERSON IDENTIFIED BELOW. In response, the University may solicit additional written comments, schedule a public hearing, withdraw or modify the proposed regulation amendment in whole or in part after notice, or proceed with adopting the regulation amendment. The comments must identify the regulation(s) on which you are commenting:

THE PERSON TO BE CONTACTED REGARDING THE REGULATION AMENDMENT IS: Valerie Laine, Coordinator, Office of the General Counsel, 777 Glades Road, Boca Raton, Florida, 33431, (561) 297-3007 (phone), (561) 297-2787 (fax), GeneralCounsel@fau.edu.

PROPOSED (final version)

Florida Atlantic University

Regulation 2.001 Admission Requirements and Enrollment Limitations

(1) Florida Atlantic University (FAU) admission requirements are codified in s.1007.261, Florida Statutes and in Board of Governors' Regulations 6C-6.001 Admissions; 6C-6.002 Entering Freshmen; 6C-6.003 Entering or Transferring Graduate Students and Post-Baccalaureate Professional Students; and 6C-6.004 Transfer Students— Undergraduate. These regulations are available at <http://www.fldcu.org/chn/rules/6C-6.pdf>.

(2) Enrollment Limitations. Board of Governors' Regulation 6C-6.001 describes the establishment of enrollment plans for state universities. Consistent with this regulation Florida Atlantic University shall manage the resulting enrollment plans to meet planned enrollment. Procedures for meeting planned enrollment involve all aspects of enrollment management.

- a. Priorities for admission are established as follows:
 - i. First-time-in-college (freshmen) students and transfers from Florida public community colleges and state universities who have earned an Associate of Arts (AA) degree.
 - ii. Transfers from Florida public community colleges and state universities who have earned an Associate of Science (AS) degree in a field specifically covered by either a statewide or university articulation agreement.
 - iii. Transfers from Florida public community colleges and state universities who have successfully completed at least 60 credit hours, including 36 hours of general education.
 - iv. Other transfers. Transfers with fewer than 60 hours must meet freshmen admissions requirements as referenced above.
- b. Priorities for registration are as follows:
 - i. Current, degree-seeking students.
 - ii. Former returning, degree-seeking students in good standing.
 - iii. New degree-seeking students.
 - iv. Non-degree students on a space available basis and all others.
- c. Florida Atlantic University may designate programs registered and approved by the Board of Governors as limited access programs.

(3) The above referenced statutes and regulations are hereby incorporated by reference.

Specific Authority 240.227(1), 240.233 FS. Law Implemented 240.115, 240.227(8), 240.239 FS. Formerly 6C5-2.01 and 6C5-2.001. History—New 10-1-75, Amended 5-24-76, 8-23-79, 11-1-82, 11-8-06.

**FLORIDA ATLANTIC UNIVERSITY
NOTICE OF PROPOSED REGULATION AMENDMENT**

Date: September 28, 2006

REGULATION TITLE AND NUMBER: Standards of Student Progress (formerly “Degree Requirements”) (2.003).

SUMMARY: This regulation amendment incorporates suggestions from the Florida Board of Governors in response to the University’s prior notice of repeal of Regulation 2.003. This Regulation amendment incorporates statewide regulations which govern degree requirements.

FULL TEXT OF THE REGULATION: The full text of the proposed regulation is attached below to this Notice. The full text of the existing regulation is posted on FAU’s website at www.fau.edu/regulations. In addition, the full text of the proposed regulation and current regulation are available upon request to the Office of the General Counsel, which can be contacted at (561) 297-3007 or GeneralCounsel@fau.edu.

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UNIVERSITY OFFICIAL INITIATING THE REGULATION AMENDMENT:
Michael R. Armstrong, PhD, Associate Provost, Department of Academic Affairs

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PROPOSED (final version)

Florida Atlantic University

Regulation 2.003 Standards of Student Progress

- (1) Florida Atlantic University (FAU) standards of student progress are defined in the official University Catalog. The catalog year determines the set of academic requirements that must be fulfilled for graduation. A student continuously enrolled at FAU may be awarded a degree by satisfying the degree requirements defined in any catalog in effect during the period of continuous enrollment leading up to graduation. Students must follow a single catalog to meet graduation requirements, not a combination of catalogs.

- (2) University Academic Policies as defined in the official University Catalog are hereby incorporated by reference and is available at <http://www.fau.edu/academic/registrar/univcatalog/CombAcadPol.pdf>.

Specific Authority 240.042(1) FS. Law Implemented 6C-4.001(1), 6C-6.004(5), F.A.C. Formerly 6C5-2.03. Formerly 6C5-2.003. History—New 10-1-75, Amended 5-24-76, 11-8-06.

**FLORIDA ATLANTIC UNIVERSITY
NOTICE OF PROPOSED REGULATION AMENDMENT**

Date: September 28, 2006

REGULATION TITLE AND NUMBER: Access to Student Records (4.008).

SUMMARY: This regulation amendment updates and amends what is considered Directory Information at the University consistent with the federal Family Education Rights and Privacy Act, Florida state law and University practice.

FULL TEXT OF THE REGULATION: The full text of the proposed regulation is attached below to this Notice. The full text of the existing regulation is posted on FAU's website at www.fau.edu/regulations. In addition, the full text of the proposed regulation and current regulation are available upon request to the Office of the General Counsel, which can be contacted at (561) 297-3007 or GeneralCounsel@fau.edu.

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PROPOSED (final version)

Florida Atlantic University

Regulation 4.008 Access to Student Records

(1) The following information is Directory Information that Florida Atlantic University may release upon request, or otherwise publish, unless specifically notified by the student in writing:

- a. Student name;
- b. Student address;
- c. Student telephone number (if it is a listed number);
- d. Student date and place of birth;
- e. Student class and college of enrollment;
- f. Student major field of study;
- g. Student dates of attendance;
- h. Student degrees and awards received;
- i. Student participation in officially recognized activities and sports;
- j. Student weight and height of members of athletic teams; and
- k. Most recent previous educational agency or institution attended by the student.

(2) If any student does not wish to have his/her Directory Information released, the student must notify the Registrar in writing on or before the end of the first week of classes of any semester. All other personally identifiable records kept by the University concerning students shall be considered confidential and access to them shall be limited.

(3) The University maintains certain Limited Access records as defined by law through its designated records custodians or their designees listed below. Records custodian designations include, but are not limited to:

- a. Student Health & Medical Records- Student Health Services Manager;
- b. Student Disciplinary Records- Dean of Student Affairs;
- c. Records of Student Employment- Director of Student Employment;
- d. Non-Academic Counseling- Director of Counseling Center;
- e. Student and Family Financial Records- Director of Student Financial Aid;
- f. International Student Records- director of International Student Services;
- g. Student Academic Records- University Registrar and/or Director/Chairperson of academic department; and
- h. Student Placement Records- Director of Career Development Services.

(4) The custodians of limited access records may release information from such records only:

- a. With the written consent of the student whose records are sought to be released;
- b. As required by the President of the University or the President's designees in the discharge of official duties; or
- c. As otherwise provided by law.

(5) Subpoenas for student records addressed to the appropriate custodian are properly served to either the University Registrar or the University General Counsel.

*Specific Authority 1002.22 F.S., 20 U.S.C. 1232g. Formerly 6C5-4.09 and 6C5-4.009.
History—New 3-26-80, Amended 11-11-87, 11-8-06.*

Regulation 4.008 Access to Student Records

(1) ~~___~~ The following information is ~~directory information~~ Directory Information that Florida Atlantic University may release upon request, or otherwise publish, unless specifically notified by the student in writing:

- l. ~~(a)~~ Student name-;
- m. ~~(b)~~ Student address-;
- n. ~~(c)~~ Student telephone listing-number (if it is a listed number);
- o. ~~(d)~~ Student date and place of birth;
- p. Student class and college of enrollment-;
- q. ~~(e)~~ Student ~~academic~~ major- field of study;
- r. ~~(f)~~ Student dates of attendance;

Student degrees ~~awarded.~~

- s. ~~(g)~~ Student and awards received-;
- t. Student participation in officially recognized activities and sports;
- u. Student weight and height of members of athletic teams; and
- v. Most recent previous educational agency or institution attended by the student.

(2) ~~___~~ If any student does not wish to have ~~directory information~~ his/her Directory Information released, the student must notify the ~~registrar~~ Registrar in writing on or before the end ~~of~~ the first week of classes of any semester. All other personally identifiable records kept ~~by~~ the University concerning students shall be considered confidential and access to them ~~shall~~ be limited.

(2-3) ~~The University maintains through its designated custodians, certain limited access~~ Limited Access records. The following list is not exclusive as defined by law through its designated records custodians or their designees listed below. Records custodian designations include, but are not limited to:

RECORDS CUSTODIAN

- i. Student Health & Medical Records- Student Health Services Manager;
- j. Student Disciplinary Records- Dean, of Student Affairs;

Records of Student ~~Personal~~

- k. ~~Non-Academic Counseling~~ Employment- Director, Counseling Center of Student Employment;
- l. Non-Academic Counseling- Director of Counseling Center;
- m. Student and Family Financial Records- Director, of Student Financial Aid;
- n. International Student Records- director of International Student Advisor Services;
- o. Student Academic Records- University Registrar and/or Director/Chairperson of academic department; and

p. Student Placement Records- Director, of Career Development Services.

~~(3)4~~ The custodians of limited access records may release information from such records only:

~~(a)~~ With the written consent of the student whose records are sought to be
d. released;

~~(b)~~ As required by the President of the University or the President's designees in
e. the discharge of official duties; or

f. ~~(e)~~ As otherwise provided by law.

(5) Subpoenas for student records addressed to the appropriate custodian are properly served to either the University Registrar or the University General Counsel.